



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE**

____ REFERRED FOR ACTION
____ ANSWER FOR MY SIGNATURE
____ FOR FILE
____ FOR YOUR INFORMATION
____ FOR SIGNATURE
____ RETURN TO ME
____ PLEASE SEE ME
____ PLEASE TELEPHONE ME
____ FOR APPROVAL
____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

(225) 237-12* FAX NO. (225) 237-1390

MEMORANDUM

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TO: MR. VINCENT G. RUSSO, JR.
ENVIRONMENTAL ENGINEER ADMINISTRATOR

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: *

SUBJECT: Environmental Clearance
Disposal of Property
Parcel No. *

Attached please find the following on the referenced property:

- 1 Environmental checklist and photographs
- 2 Right of Way & Title Sheet
- 3 Description of the property
- 4 Copies of Department's recommendations for disposal & other pertinent correspondence
- 5 **Legislative Act No. _____

Please be advised that this is (excess/residual property) no longer being used by the Department and/or no longer needed for highway purposes. Also, this property will be disposed of by (private/public sale/Transfer & Acceptance, etc.) to be used as (private property/public roadway, etc.) NOTE: FHWA DOES NOT NEED TO RECEIVE A COPY OF YOUR RESPONSE WE WILL SUBMIT TO THEM, IF NECESSARY.

Please review this matter and advise this office if this property has environment clearance for disposal.

If further information is required, please advise.

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Attachments

cc: Mrs. Jeanie Broders

**only when there is a Legislative Act involved

_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ APPROVED	_____ DATE